

OCT 31 1978

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION



Mr. J. F. Blake
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

DD/A Registry
File Personnel

Dear Mr. Blake:

This Department is recruiting for the position of Deputy Administrator, Financial and Administrative Operations, GS-341-17, in the Farmers Home Administration.

We are publicizing the vacancy nationally to attract interested qualified applicants. In this regard, we would appreciate your assistance by making the enclosed vacancy announcement available to potential sources of applicants within your Department.

The vacancy announcement contains a brief description of the position, applicable eligibility and qualification criteria and the address to which applications and inquiries may be directed.

Your assistance in this recruiting effort would be appreciated.

Sincerely,

WILLIAM S. TRUE
Director, Personnel Division

Enclosure

DD/A Registry
78-4205

6-CH-PROP-00142R00940003017-0

MERIT PROMOTION PROGRAM

Equal Employment Opportunities

UNITED STATES DEPARTMENT OF AGRICULTURE
F A R M E R S H O M E A D M I N I S T R A T I O N

ANNOUNCEMENT NUMBER
FmHA 78-98

POSITION TITLE, SERIES, GRADE:

Deputy Administrator, Financial and Administrative Operations
GS-341-17

Send applications for this vacancy to:

Barbara Warner
Personnel Division, Rm. 6900-5
Farmers Home Administration
U.S. Department of Agriculture
Washington, D. C. 20250

Applications must be received by:
November 21, 1978

POSITION LOCATION: USDA

Farmers Home Administration (FmHA)
Deputy Administrator Financial
and Administrative Operations
Washington, D.C. 20250

MINIMUM AREA OF CONSIDERATION:

Department-Wide

Phone: (202) 447-3025

POSITION:

As Deputy Administrator has responsibility for the formulation, direction, coordination and continuing evaluation of FmHA administrative management operations. In addition to budget, business services, personnel, management research & planning and management information systems, these operations include specialized and diverse functional areas involving the nation's money market to finance the sale of FmHA program loans. Provide executive direction to designing, developing, coordinating, implementing, and maintaining a management systems of staff services.

BASIC ELIGIBILITY REQUIREMENTS:

Broad and comprehensive experience and background in designing, developing, coordinating, implementing, and maintaining an integrated management system of staff services, knowledge of money markets dealing in Gov't and private securities, and a Bachelor's degree in business administration, accounting, or other closely related field. One year of experience must have been at the next lower grade.

EQUAL EMPLOYMENT OPPORTUNITY:

Candidates will be considered without discrimination for any nonmerit reasons.

When applying please indicate Announcement Number. Employees who wish to be considered MUST apply in writing to the person listed above in the right-hand part of this announcement. A copy of a recent performance appraisal is required. Please attach this form to your application (SF-171)

**ATTENTION ALL QUALIFIED EMPLOYEES:

You will be considered for this position ONLY if we receive written indication that you wish to be considered.**

***ATTENTION ALL DIVISION DIRECTORS AND STAFF HEADS:

You will be responsible for proper notification of qualified employees who will be absent from the office beyond the closing date of this announcement. If you cannot notify an absent employee because he or she is seriously ill or otherwise out of contact, please let the Personnel Division know immediately.***

UNITED STATES
DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C. 20250
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

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